

# Advanced Pay Incident to a PCS

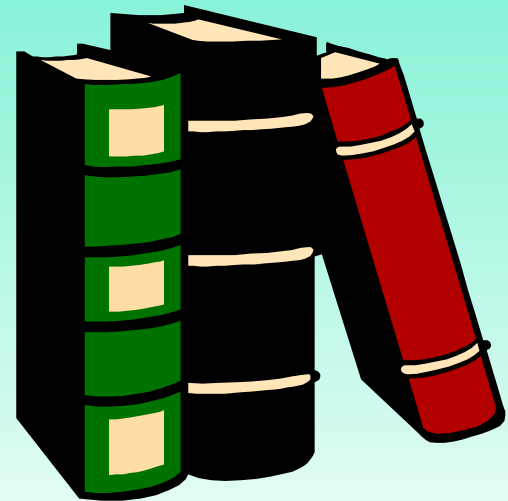


Marine Corps Administrative  
Analysis Team

Revised: 1 Jul 03

# Publications & References:

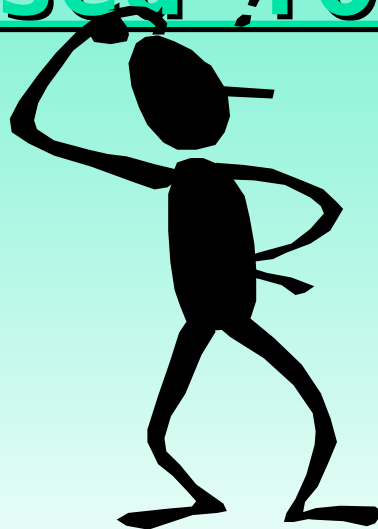
- MC0 7220.21\_ (Advance Pay Order)  
DODFMR, Chap 32  
JFTR, Chap 5  
MCTFSAPSM





What is Advance Pay?

What is it suppose to be  
used for?

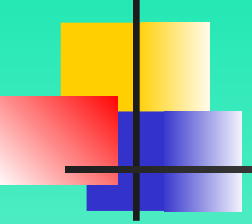




## Advance Pay

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- Is money provided to Marines to meet the extraordinary expenses of a Government ordered relocation.
- It is intended to assist with out-of-pocket expenses that exceed or precede reimbursements incurred



# How much money can a Marine be Advanced?

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# Normal Parameters

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- A **Corporal** or above, who requests 1 month of Advance Pay and a repayment schedule that is not in excess of 12 months.
- The request must be within 30 days of departure from the old PDS, or within 60 days after



## Payment Procedures for payments within Normal Parameters

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- The Marine must sign a statement which states his understanding of the Advance Pay Regulations and confirms that the intended use of the funds is in accordance with the stated purpose.
- The statement of understanding will be

# Outside Normal Parameters

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- Any request other than the Normal Parameters.
  - Any E-3 or below, that requests 1 month of advance pay with a 12 month repayment period.
  - Any Marine, regardless of rank, that requests more than 1 month of advance pay.



# Outside Normal Parameters

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- Any Marine, regardless of rank, that requests a repayment schedule in excess of 12 months.
- Any Marine, regardless of rank, that requests advance pay up to 90 days before departing (vice 30) from the old Permanent Duty Station (PDS) or within 180 days (vice 60) after arriving at the



# Payment Request Procedures

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- The Marine must provide written justification to the Commanding Officer when requesting advance pay outside of the normal parameters specifying why either more than 1 month of advance pay is needed or, why repayment can not be



# Payment Request Procedures

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- Written justification will include an itemized list of actual or anticipated expenses to include the dollar amount for each expense.



# Payment Request Procedures

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- The Marine must sign a statement which states the purpose of the program and confirms that the intended use of the funds is in accordance with the stated purpose.



# Payment Request Procedures

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- A NAVMC 11116 will be used to affix the statement of understanding and the acknowledged approval by the Commanding Officer and forwarded to the Finance Officer for payment.



# Payment Request Procedures

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- The Marine's written justification will be attached a copy of the NAVMC 11116 and retained in the Command's files.

# What are the Policies regarding Advance Pay?

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# Advance Pay Policy

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- No more than 3 months of advance pay can be authorized in conjunction with a set of PCS orders.
- Repayment schedules can not exceed 24 months.
- Marines may receive advance pay up to 90 days before departing from the old Permanent Duty Station (PDS) or within 180 days





# Advance Pay Policy

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- Requests for repayment schedules that extend beyond a subsequent PCS move can not be approved by the Commanding Officer (e.g., a Marine has orders to a 1 year unaccompanied tour and requests a 24 month repayment schedule).



# Advance Pay Policy

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- Requests for advance pay **"Outside of the normal parameters"** must be justified in writing to the Commanding Officer. Additionally, this written justification must be retained in the unit's files.
- Advance pay should not be authorized for specific out-of-pocket expenses covered by



# Advance Pay Policy

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- Advance pay is only authorized when the movement of the Marine's household is at government expense and the household is actually moved.



# Most Common Errors Associated with Advance Pay

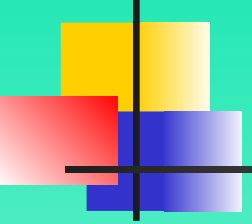
- Failing to maintain written justifications on file for Marines authorized advance pay outside of the normal parameters.
- Failing to apply other allowances or entitlements that the Marines would receive as a result of the assignment of PCS orders such



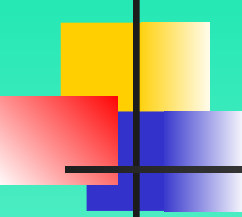
# Most Common Errors Associated with Advance Pay

- Approving authority for advance pay someone other than the Commanding Officer, Executive Officer, or Officer in “Acting” capacity.

# NOTE:

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- The Advance Pay Program implemented by Marine Corps Order 7220.21E was designed to curtail the number and amount of "interest free loans" via advance pay. It is incumbent upon units to apply those procedures detailed in the Order (as expanded here), so that Marines do not receive excess

# NOTE:

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- All Commanders and administrative personnel should familiarize themselves with the references and the examples provided herein in order to effectively manage the advance pay policy for your unit. Once the principles established within MCO 7220.21E have been applied, the "ultimate" decision rests with Commanding Officer



## **EXAMPLE. Unsubstantiated request for Advance Pay**

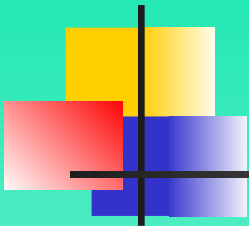
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**Step 1.** Marine initiates a request for advance pay.

**Situation:** Lance Corporal with 2 dependents (ages 28 and 5), receives PCS orders from Camp Pendleton to Camp Lejeune. Member requests 2 months advance pay with a 24 month repayment schedule on 1 August. Member will detach on 20 August and travel with dependents to Camp Lejeune via the same POC.

**Since the Marine is requesting 2 months advance pay and the repayment schedule exceeds 12 months, this request constitutes "Outside of the Normal Parameters" and the Marine must provide written justification.**





## EXAMPLE OF ADVANCE PAY REQUEST

I am requesting 2 months of advance pay incident to my Permanent Change of Station (PCS) orders to be repaid in 24 months.

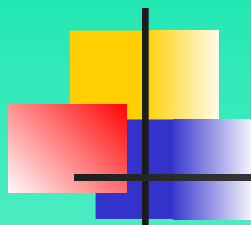
	<u>Actual/Anticipated Expenses</u>	<u>Anticipated Cost</u>
1.	<u>Moving expenses for family</u> <u>to Camp Lejeune</u>	\$ <u>900.00</u>
2.	<u>Security deposits for new</u> <u>apartment in Jacksonville</u>	\$ <u>400.00</u>
3.	<u>Utility deposits</u>	\$ <u>100.00</u>
4.	<u>Money in case my car breaks</u> <u>down during cross-country trip</u>	\$ <u>500.00</u>



# Members Statements

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- NARRATIVE: I received orders to Camp Lejeune and I will be needing money to transport my dependents to my new duty station. Additionally, I will need money for security and utility deposits for my new apartment. I am also requesting an additional \$500.00 in case my car breaks down so I have the money to get it repaired.
- "I understand that advance pay is to provide funds to meet extraordinary expenses incident to Permanent Change of Station orders. It is not intended to provide funds for investments, vacations, or purchases of



## **EXAMPLE. Substantiated request for Advance Pay**

**Step 1. Marine initiates a request for advance pay.**

**Situation:** Lance Corporal with 3 dependents (ages 28, 7 and 6), executes PCS orders from MCAS Kaneohe Bay to MEPS Chicago in December. The Marine and his family had been stationed in Hawaii for the past 5 years. Member requests 2 months advance pay with a 24 month repayment schedule on 1 November. Member will detach on 5 December and travel with dependents to Chicago.

**Since the Marine is requesting 2 months advance pay**



# EXAMPLE OF ADVANCE PAY REQUEST

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I am requesting 2 months of advance pay incident to my Permanent Change of Station (PCS) orders to be repaid in 24 months.

<u>Actual/Anticipated Expenses</u>		<u>Anticipated Cost</u>	
1.	<u>Winter clothing for my family</u>	<u>\$1,000.00</u>	<input checked="" type="checkbox"/>
2.	<u>Snow tires for my 2 vehicles</u>	<u>\$ 500.00</u>	<input checked="" type="checkbox"/>
3.	<u>Shipment fee for 1 car</u> <b>(from Hawaii to Long Beach, CA)</b>	<u>\$ 300.00</u>	<input checked="" type="checkbox"/>
4.	<u>Money in case my cars break</u> <u>down during trip to Chicago</u>	<u>\$ 200.00</u>	<input checked="" type="checkbox"/>
<b>TOTAL</b>		<u>\$2,000.00</u>	



# Members Statements

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- NARRATIVE: I received PCS orders to the MEPS located in Chicago, Illinois and I will be needing extra funds so that I can purchase winter clothing for my family and snow tires for my two cars. I am also requesting an additional \$500.00 in case my cars break down so I have the money to get it repaired.

"I understand that advance pay is to provide funds to meet extraordinary expenses incident to Permanent Change of Station orders. It is not intended to provide funds for investments, vacations, or purchases of consumer goods that are not the result of direct expenses from my move to a new duty station."

Signature \_\_\_\_\_